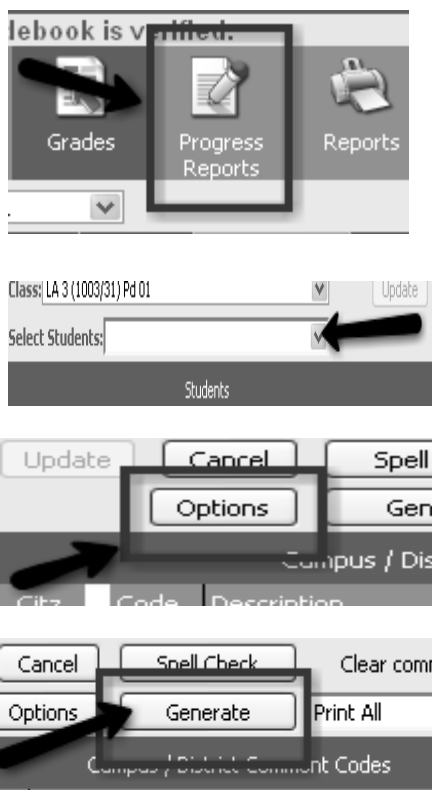


Quick Reference Guide Progress Reports Comments

Progress Reports and Comments



Progress Reports

1. Click on **Progress Reports**
2. **Select Students**
3. **Select Options**
4. Click **Generate**
5. Click **Print**
6. Click **Ok**

***Reminder: Always click Update to save changes.**

Comments

Comments	Citz	Code	Description
<input type="checkbox"/>	<input type="checkbox"/>	A	OUTSTANDING STUDENT
<input type="checkbox"/>	<input type="checkbox"/>	B	GOOD WORK ATTITUDE
<input type="checkbox"/>	<input type="checkbox"/>	C	GOOD CLASS PARTICIPATION
<input type="checkbox"/>	<input type="checkbox"/>	D	SHOWS MARKED IMPROVEMENT
<input type="checkbox"/>	<input type="checkbox"/>	E	UNSATISFACTORY
<input type="checkbox"/>	<input type="checkbox"/>	F	EXCESSIVE ABSENCES AND TARDIES
<input type="checkbox"/>	<input type="checkbox"/>	G	NEEDS TO IMPROVE STUDY HABITS
<input type="checkbox"/>	<input type="checkbox"/>	H	NEEDS SUPPLIES/MATERIALS NEEDED
<input type="checkbox"/>	<input type="checkbox"/>	I	BEHAVIOR INTERFERES WITH LEARNING
<input type="checkbox"/>	<input type="checkbox"/>	J	NEEDS TO PARTICIPATE ACTIVELY IN CLASS
<input type="checkbox"/>	<input type="checkbox"/>	K	INCOMPLETE/MISSING ASSIGNMENTS/TESTS
<input type="checkbox"/>	<input type="checkbox"/>	L	LOW ASSIGNMENTS/TESTS GRADES
<input type="checkbox"/>	<input type="checkbox"/>	M	INSTRUCTIONAL MODIFICATIONS APPLIED
<input type="checkbox"/>	<input type="checkbox"/>	N	PARENT CONFERENCE REQUESTED
<input type="checkbox"/>	<input type="checkbox"/>	O	NEEDS TO ATTEND TUTORIALS
<input type="checkbox"/>	<input type="checkbox"/>	P	NEEDS TO ATTEND SATURDAY SCHOOL

☐ English
 ☐ Spanish

1. Click on **Progress Reports**
2. Click on small box next to student name
3. Use comment codes provided or create your own comment codes and type letter in box of desired comment

***Reminder: Comments will not be viewed by parent on campus-wide progress reports. Comments will only appear on End of Nine Week Report Cards. If teachers wish to allow guardians to view comments, teachers must print progress reports for students.**